

Selecting Your Supervisor

The following steps allow you to identify your supervisor in AgLearn. This is necessary for SF-182 and IDP approvals, as well as for allowing supervisors to manage and be aware of subordinates' training needs and progress.

Step	Action
1.	Login to AgLearn as a User by clicking the Student Login link shown under Student Center at the left of the splash page.
2.	Click Profile on the menu immediately below the main top menu.
3.	Click the Select link next to Supervisor .
4.	Enter your supervisor's last name in the Last Name field.
5.	If your supervisor has a relatively common last name, enter your supervisor's first name to limit the number of names found.
6.	Verify that the Agency field shows your agency and any relevant sub-agency information (e.g. RD-STATES-MA, NRCS-STATES-WEST-CO). If the information in this field is incorrect, or you're not sure, replace it with your agency's commonly used acronym (FSA, CSREES, OIG).
7.	For a more precise search, you may enter your supervisor's e-mail address in the Email Address field. (Note: You can also search using only your supervisor's email address and last name.)
8.	Click on the Search button and then select your supervisor from the list.
9.	After you select your supervisor, click on the Apply Changes button at the top or bottom of the Profile screen.